



TENNESSEE STUDENT ASSISTANCE CORPORATION

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FAX (615)741-6101

POSITION VACANCIES (2)

Business Development Specialists Tennessee Student Assistance Corporation

The Tennessee Student Assistance Corporation (TSAC), a State agency located in downtown Nashville, Tennessee, seeks two (2) Business Development Specialists.

TSAC administers the Federal Family Education Loan Program (FFELP), whereby low interest loans for students and parents are made. Under FFELP, private lenders, such as banks and credit unions originate loans to students. The loans are then guaranteed by the federal government through TSAC.

Reporting through the TSAC Associate Executive Director, the Business Development Specialists are members of the FFELP division in TSAC. The Business Development Specialists are responsible for interfacing with school administrators to improve the level of services of TSAC; providing loan training seminars; developing and improving TSAC operational and marketing activities; and maintaining strong school relations while offering new ideas and products to both schools and lenders.

The ideal candidate will have 2 or more years or progressively responsible professional experience. An understanding of student financial aid and the workings of financial aid in the office environment of a school is crucial. An Associate or Bachelors degree is highly desirable; education may be substituted for experience at managements' discretion. Essential characteristics include attention to detail of a process or systems nature, customer service orientation, excellent communication skills and strong documentation and follow-up abilities. At times, approximately 20 - 40% of the time of these positions will involve travel.

The salary for these executive service positions are in the low fifties.

Applications are currently being accepted and will continue until the two (2) positions are filled. Please submit a cover letter, resume and three references. While electronic submission is preferred (email to myrna.mansfield@state.tn.us) written submissions may be mailed to:

Myrna Mansfield
C/O Business Development Specialist Position
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243-0820

EOE/AA
October 8, 2008

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.